

**10A NCAC 69 .0203 SECURITY OF RECORDS**

- (a) The agency shall provide a secure place for the storage of client records. Only individuals who must access client information in order to carry out duties assigned or approved by the agency shall be authorized access to the storage area. For the purpose of this Chapter, secure means fixed, fastened or locked.
- (b) Only authorized individuals may remove a record from the storage area and the authorizing individual shall be responsible for the security of the record until it is returned to the storage area.
- (c) The agency shall establish procedures to prevent accidental disclosure of client information from automated data processing systems.
- (d) The director or his or her designee shall assure that all authorized individuals are informed of the confidential nature of client information and shall disseminate written policy and provide training for all persons with access to client information.

*History Note: Authority G.S. 108A-80; 143B-153; 45 CFR 205.60;  
Eff. October 1, 1981;  
Amended Eff. March 1, 1990;  
Readopted Eff. September 1, 2019.*